



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JULY 17, 2015

CLOSING DATE: JULY 31, 2015

TITLE: EMERGENCY MANAGEMENT SPECIALIST GRADE: A-II

DEPARTMENT: PUBLIC SAFETY/EMA

BARGAINING UNIT: NON BARGAINING

ENTRY RATE: \$14.63 /hour \$30,430/Year

HOURS PER WEEK: 40

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

This is technical and administrative work assisting the Emergency Management Coordinator with the county emergency management program including special projects, day-to-day operations and responding to emergency situations on a 24/7 basis when needed. The Emergency Management Specialist will assist in the development of plans, reports, standard operating guidelines, exercises, drills, training, and presentations. The Emergency Management Specialist reports directly to the Emergency Management Coordinator.

DUTIES & RESPONSIBILITIES:

- Review and assist in the development of various plans including, but not limited to, day care plans, nursing home plans, school plans, special event plans, municipal/regional emergency operations plans, hazard mitigation plans, etc.
- Assist in coordinating with special response teams within the county to assess capabilities and gaps.
- Work with the PEMA in developing pre-mission packages for specialized teams.
- Develop Standard Operating Guidelines for equipment and processes at the direction of the County Emergency Management Coordinator.
- Assist in developing and presenting of in-house training programs for the public, first responders, volunteers, Emergency Operations Center staff members, etc.
- The Emergency Management Specialist will serve as the liaison with the Auxiliary Communications Service, County Animal Response Team, and the Community Emergency Response team.
- The Emergency Management Specialist will serve as the Logistics Section Chief when the EOC is activated.
- Performs related duties as prescribed by the Emergency Management Coordinator.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of laws, rules and regulations which govern emergency management and hazardous materials programs.
- Extensive knowledge of emergency management planning.
- Ability to develop and deliver training programs to diverse groups.
- Knowledge of and ability to apply the National Incident Management System (NIMS) and the Incident Command System to plans and operations.
- Considerable knowledge in Hazardous Materials Safety and Response Programs.
- Considerable knowledge of emergency management procedures, practices and regulations.
- Knowledge of personal computers and effective procedures for their use.
- Ability to plan, direct and coordinate the work of subordinates when required by work assignments.
- Ability to express ideas effectively, both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the county's Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High School Diploma or GED, plus eight years of progressively responsible administrative experience; or an equivalent combination of related education and experience.

CONDITIONS OF EMPLOYMENT:

- Must have or successfully complete within six (6) months HazMat Operations, ICS 100, 200, 300 and NIMS 700 and 800.

PREFERRED QUALIFICATIONS:

- An Associates or Bachelors Degree in Emergency and/or Disaster Management.
- Completion of FEMA's ICS 100, 200, 300, IS-235.b, and IS-775.
- Any Pennsylvania Emergency Management Coordinator or Staff Certification.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to be available on a 24 hour basis and to carry a pager and/or cell phone to respond to emergencies as needed.
- Provides support to Emergency Operations Center under prescribed support role during activation of Emergency Operations Center.
- Must have use of a personal automobile and a valid Pennsylvania Driver's license.
- Must agree to and pass a criminal background check.
- Must agree that the County may conduct periodic, unscheduled blood and/or urine tests for drug and/or alcohol screening.